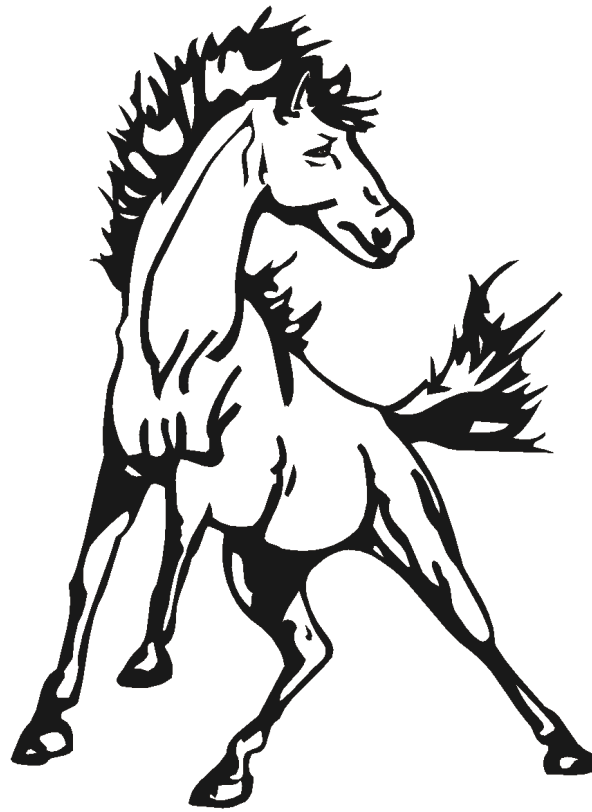


Park River High School Student Handbook



2025-2026

Park River Area High School

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INTRODUCTION

Education is a cooperative venture between parents, teachers, administrators, and the School Board working toward the goal of the betterment of young people and the community. The key to cooperation is communication and an understanding of school procedures and expectations. The purpose of this handbook is to provide Park River Area School students and parents with information that will assist them in accomplishing maximum achievement in the 2025-2026 educational programs. It also serves to acquaint new and regular students of our school with the practices and regulations to be followed during the school year. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the day-to-day operation of our school. Many of the policies in the handbook are a condensed version of the school policy, which can be obtained from the school upon request or on our school website. The administration reserves the flexibility to deviate from outlined procedures when necessary to meet extenuating circumstances.

The student handbook should be read carefully and the contents discussed with parents or guardians. It is important that everyone involved thoroughly understand the organization, regulations, and activities of the Park River Area School. **Not knowing the contents will not excuse a student from following the adopted student policies.**

It is a sincere administrative wish that your school year will be beneficial and productive, a year that you will enjoy and reflect back upon with fond memories.

PARK RIVER AREA SCHOOL DISTRICT MISSION STATEMENT

Inspire and Empower the Future Together.

PARK RIVER AREA SCHOOL DISTRICT VISION STATEMENT

To ensure that every student achieves their maximum potential in an engaging, inspiring, and challenging environment. We will be a community driven to be better today than we were yesterday.

PARK RIVER AREA SCHOOL SONG

Stand up and cheer,
Stand up and cheer for Aggie High School.
Pledge your loyalty.
For it's the best school in the east.
Rah! Rah! Rah!
Our team is fighting,
And we're out to see them through.
We've got the team. Rah! Rah!
We've got the steam. Rah! Rah!
So Aggie High School, here's to you!

DISCRIMINATION NOTICE

Park River Area School District will not discriminate against employees, students, and their guardians based on their sex, gender identity, disability, race, national origin, religion, color, creed, or age. If anyone feels they have been discriminated against, they should contact the Superintendent, who has been designated to handle discrimination complaints.

ACADEMICS

The student's years in school are a stepping-stone for eventual career development as well as a continuing process of maturity and socialization. The administration encourages each student to plan their course of study with this in mind as well as concentrating on completing the requirements for graduation and receiving a diploma from the Park River Area School District.

Each student in grades 9-12 may request to receive a consultative review of their individual high school education plan once during each year of high school.

ACCREDITATION

Park River Area School is accredited by ND State Dept, of Public Instruction.

GRADUATION REQUIREMENTS

A minimum of 22 units of credit shall be required for students to graduate from Park River Area High School. A unit of credit is earned through class attendance during the 175 days of the school year and successful completion of the requirements of the course.

The following courses with corresponding credit values are required for graduation from the Park River Area School:

<u>Course</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
English I	1	1	1	1
English II	1	1	1	1
English III	1	1	1	1
English IV or Eng Comp 110/120	1	1	1	1
Math	3	3	3	3
Physical Science	1	1	1	1
Biology	1	1	1	1
Science Elective	1	1	1	1
World Hist.	1	1	1	1
U.S. Hist.	1	1	1	1
P.O.D.	1	1	1	1
Phy. Ed.	1	1	1	1
Foreign Lang or Fine Arts or CTE	3	3	3	3
Electives	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
TOTAL	22	22	22	22

NDCC 15.1-21-02.3 provides for an optional high school curriculum. Students and parent(s)/guardian(s) will be notified when this becomes applicable.

At the high school level, one-half unit of credit is given for each semester of any full-year course. If a student fails either a required semester or full-year course, the student shall retake the semester(s) that was/were failed.

All 6th, 7th, and 8th grade students are required to retake any core class (Math, English, Science, Social studies) that they have failed for the year.

All students in grades 9-12 must be enrolled in a minimum of 6 classes for each semester. Band and/or Chorus are counted as one of these classes. The administration could make exceptions to this policy based on extenuating circumstances or unavoidable scheduling conflicts.

All requirements for graduation must be completed before the date of graduation for a student to receive a diploma on the day of graduation and participate in the graduation ceremony.

Requirements not completed before the date of graduation must be completed before school begins again in the fall in order for the student to receive the delayed diploma.

All correspondence and online class work must be completed and documented as receiving credit by no later than May 15th of the school year to be counted on the transcript unless prior approval is given by Administration.

Students taking a correspondence/online course during the school year are expected to stay on pace to complete the course within the time specified as well as perform at a passing academic level set by the course provider. For students taking any correspondence/online courses, if they are more than 5 assignments behind the pacing guide at the time of eligibility checks the student will be academically ineligible and follow the eligibility protocol. Likewise, if a student is failing a correspondence/online course it will follow the same academic eligibility protocol of an on-site school course.

GRADUATION EXERCISES

The high school will plan its own graduation exercises, with the faculty and senior class working together. The date for exercises will be scheduled when the school calendar is adopted by the School Board.

Only students who have completed all credits and coursework required for graduation, served all detention time, and paid all fees may participate in graduation exercises. Participation is encouraged but not compulsory.

A student not completing all requirements by the date set for graduation and not participating in the exercises may still receive a diploma for that year, if all graduation requirements are met before school begins again in the fall of that year.

All students participating in graduation ceremonies as diploma candidates will wear caps and gowns as prescribed by the school. As a formal event, students may not decorate hats or gowns for the ceremony. Students will be expected to attend rehearsal if they intend to participate in the ceremony.

GRADUATING HONOR STUDENTS

Honor students have demonstrated academic excellence throughout their entire high school career and have thus earned the privilege of receiving this prestigious recognition. Academics, much like other areas of life, have different levels of excellence that can be recognized. The Park River Area School District recognizes three different levels of academic excellence at the time of graduation. These distinctions are honors, high honors, and highest honors. Below are the criteria for each level of academic excellence:

1. Students that earn a cumulative grade point average of 3.300 – 3.599 will be recognized as graduating with honors.
2. Students that earn a cumulative grade point average of 3.600 – 3.899 will be recognized as graduating with high honors.
3. Students that earn a cumulative grade point average of 3.900 or higher will be recognized as graduating with highest honors.

The cumulative grade point average will be calculated after the first semester of the student's senior year. All courses for which credit is given will contribute toward a student's grade point average with the exception of pass/fail courses.

HONOR ROLL FOR GRADES 6 -12

Each Semester, the "A" and "B" honor roll are calculated with the students' names published in the newspaper. Any student that does not want their name published should make that known to the administration. To be on the "A" honor roll, a student must have attained a grade point average of 3.666 – 4.000 on a 4-point scale. The "B" honor roll includes students who have attained a grade point average of 3.00 – 3.665 on a 4-point scale. All courses will contribute towards a student's honor roll grade point average, with the exception of pass/fail courses. **Students must receive a grade in all courses in order to qualify for the honor roll.** Students who have an incomplete or an "F" on their report card at the time of the honor roll preparation will not be eligible for the honor roll.

GRADING

The grading scale at Park River Area Schools is found below:

- A = 94 – 100%
- B = 87 – 93%
- C = 80 – 86%
- D = 73 – 79%
- F = below 73%

Park River Area Schools uses a 4-point scale for calculating grade point averages. The grade point scale is listed below:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

Academic Dishonesty / Plagiarism Policy

Plagiarism is presenting someone else's work, ideas, or words as your own. This includes:

- Copying text from books, websites, or other sources without proper citation.
- Turning in another student's work as your own.
- Submitting work that was fully or partially written by someone else (including AI*) and claiming authorship.
- Failing to put quotes around directly copied text.
- Using paraphrased material without citing the source.

Cheating includes:

- Sharing or receiving answers during assignments and assessments.

- Using unauthorized materials during a quiz/test.
- Helping someone else cheat or plagiarize.

If a student is caught cheating or plagiarizing, it will result in **an automatic zero** on the assignment, test, or project and **a detention**. There will be **no opportunity to redo** to earn back credit. Further offenses (total offenses for the year, not offenses for individual classes) will result in suspension.

**Use of Artificial Intelligence (AI)*

With the growing presence of AI technology, we recognize that AI tools (such as ChatGPT or Grammarly) can support learning when used responsibly.

Acceptable Uses of AI:

- Brainstorming ideas or topics
- Asking general questions to build understanding
- Outlining or organizing your own ideas
- Checking grammar or sentence structure (with proof that you originally wrote the material)

Unacceptable Uses of AI:

- Copying full or partial AI-generated responses and submitting them as your own
- Providing information to AI technology and/or using AI to write essays, paragraphs, or projects that you did not revise, rewrite, or significantly contribute to

Any unacceptable uses of AI **will be treated as plagiarism**. Teachers will inform the principal of situations where the student has plagiarized work.

TERM GRADES AND CONFERENCES

Parent/teacher conferences are scheduled twice a year – once during the first semester and once during the second semester. Final Semester grades for all students can be seen online through PowerSchool. Parents who would like a printed copy of their student's report card sent home can request one through the high school office at the end of each semester.

SEMESTER EXAMINATIONS

Administration will evaluate the attendance portion of the semester test exemption criteria. We feel it is important that if a student is sick that they make the appropriate decision to stay home when necessary. Should our administration decide to include the attendance portion for semester test exemptions, we will follow the policy below.

Near the close of each semester, a semester examination or final project is given in each subject area. The semester exam or final project counts for 20% of the semester grade, with all other classwork and assessments counting for 80% of the semester grade.

All students in grades 7 – 12 will be required to take semester exams. 6th grade students will not have final exams. Students in grades 7 – 9 are required to take semester exams in all of their academic classes. Students in grades 10 – 12 may qualify for only one of the following semester test exemptions if they meet the criteria for one or the other:

1. Semester test exemption in one required/core class (A core class is defined as a course in Math, Science, English, or Social Studies. A required class is any class required for graduation.) To qualify for this semester test exemption students must:
 - have an A in the class and
 - have not missed more than 3 days (all absences that are not school-related count toward this total – no exceptions) of class for that period during the semester.

OR

2. Semester test exemption in a non-core class. To qualify for this semester test exemption students must:
 - have a B or higher in the class and
 - have not missed more than 3 days (all absences that are not school-related count toward this total – no exceptions) of class for that period during the semester.

Students that have any of the infractions below will be disqualified from any semester test exemptions:

1. 3 or more unexcused tardies in a semester
2. An unexcused absence during the semester
3. Detention or suspension for behavior-related incidents

6th grade students will not take final exams.

COURSE REGISTRATION

All students plan their four-year courses in cooperation with their parent(s)/guardian(s) and the guidance counselor or principal. This course selection serves as a guide for registration each succeeding year. Students are registered for the next school term during the second semester.

CHANGING CLASS SCHEDULES

Students will be allowed to drop or add classes for a period of three school days following the start of each semester. Students should list the class(es) to be dropped and those to be added on the forms available in the counselors and principals office and have the change form signed by: 1-instructor(s) involved, 2-parents, 3-counselor, and 4-principal. Administration reserves the right, in rare circumstances, to allow a student to drop/add a course after the first three days of the semester.

NORTH VALLEY CAREER-TECHNICAL CENTER

Classes are available to 10-12th grade students at NVCTC. 10th grade students must meet certain criteria in order to take classes at NVCTC. Students taking classes from the NVCTC take on certain responsibilities. If a student should drop the class(es) from NVCTC at the end of the first semester the student will not receive any credit. The choice of taking a NVCTC class is a two semester commitment. Students are to ride in the van/bus provided to and from NVCTC classes unless they have prior written permission to drive. If a student has parental permission to drive, they are to drive alone. Missing the bus is recorded as an unexcused tardy. If a student misses his/her NVCTC class(es) it is recorded as an unexcused absence.

Requirements for 10th grade students to take NVCTC classes in person:

- Students cannot have had 2 or more cumulative in-school or out of school suspension (separate incidents) the past 2 school years
- Students cannot be in credit recovery for any core classes (Social Studies, Math, English, or Science)

**** NVCTC prioritizes Seniors and Juniors. If classes fill up, they will un-enroll 10th grade students first**

DUAL CREDIT

The dual credit program allows juniors and seniors in North Dakota's public schools to take courses offered by approved post-secondary institutions for both high school and post-secondary credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work. Students who are interested in pursuing dual credit coursework must meet specific criteria set by the high school and post-secondary institution. Students interested in participating in this program should see the principal or counselor.

PHYSICAL EDUCATION

Each student in grades 6-12 will be given the opportunity to take a physical education course. 6th grade students will not be required to change clothing or be issued a locker room locker. 7-12th grade students will be required to wear appropriate clothing for class as designated by the instructor. All physical education students will be issued a locker and lock in the PE locker room and are expected to use them to lock up their personal items. Students are expected to keep the locker rooms clean and orderly during each use.

CREAM CLASSES

CREAM is a remediation program designed to provide identified students with an opportunity to develop knowledge and skills during their senior year to prepare for 4 year colleges. Students may earn credit for their class provided that all work is completed and passed by the last day of the semester they are taking the class.

HOMEWORK

Homework is designed to provide additional practice as well as a beneficial learning experience for students. When a student fails to complete an assignment they miss out on a valuable learning experience. Therefore, as a school we will make every effort to have the student complete the assignment. Work is expected to be completed as designated by the teacher.

STUDY HALLS

Study halls are designed to provide students with time during the school day to work on course work. There are times when students may be allowed to go to the library or other areas, but this is considered a privilege. Students who are academically ineligible lose this privilege unless they have a note from a classroom teacher stating that they need resources from the library or other areas for classroom purposes.

SCHOOL TO WORK

School to work is a program/class designed to give juniors & seniors a work based learning experience outside of the regular classroom setting. Placement in the program is not guaranteed. Students may request school to work at their spring registration with and give a preferred field of choice (welding, teaching, business, agriculture, etc.). The principal and counselor will try to line up a learning experience for students in their field of choice. Students who are not able to be placed in the program must choose a different class to fill their schedule if needed. The program is not for students looking to fill their schedule (example – work with a teacher when they plan to be an engineer.) Students may earn up to 2 credits of School to Work in their high school career. Students may not add School To Work at semester time without special permission from the Administration. Students may only drop the class with permission of the administration due to a valid reason. If a student is no longer welcomed to their School To Work assignment due to behavior, attendance, violations of policy, or other reasons not listed, the student will not receive credit for the class.

WIN (What I Need) PERIOD

A period will be scheduled at the end of the day to provide students with additional time and support for their academic course work.

DAILY BELL SCHEDULE

Period 0.....	7:00 – 7:50
Period 1.....	8:29 – 9:19
Period 2.....	9:23 – 10:13
Period 3.....	10:17 – 11:07
Period 4A.....	11:11 – 12:01 (8th-12th Class)
	11:07 – 11:33 (6th & 7th Lunch)
Period 4B.....	11:37 – 12:27 (6th & 7th Class)
	12:01 – 12:27 (8th - 12th Lunch)
Period 5.....	12:31 – 1:21
Period 6.....	1:25 – 2:15
Period 7.....	2:19 – 3:09
WIN/Homeroom.....	3:13–3:30

GUIDANCE COUNSELOR

The guidance counselor and principal are in the school to help each student become a well-adjusted, competent, and responsible young adult. They are here to assist the student in course selection, study habits and organization, grades, testing and placement, student-teacher relations, college selection and requirements, financial aid, job opportunities, training programs available, and to assist with personal problems of group and family nature.

In conjunction with counseling, the testing program at Park River Area Schools is used to monitor, track, and assist students in their academic performance. State standardized tests are administered annually to students in grades mandated by the state department of education. Aimsweb and other standardized measurements of achievement are administered throughout the year to students in grades 6 – 11.

The PSAT/NMSQT and ASVAB tests are administered to students on a sign-up basis. A fee is charged for some of these tests. Individual tests may be given to students if necessary.

The ACT will be offered to juniors during the spring of their junior year. This exam is administered at the school and will be administered on a sign-up basis. The cost of the test is the responsibility of the student and their family. The results obtained through the use of the tests are valuable to the student, to the parent, and to the district, in that they indicate aptitudes in light of his/her present educational plans and those of the future. Parents, as well as students, are welcome to confer with the counselor, principal and teachers regarding these tests.

TEACHER HOURS

Parents may contact a staff member from 8:00 a.m. to 8:20 a.m. and after school from 3:30 p.m. to 4:00 p.m. except Friday after school. Please do not call to talk to a teacher during classroom times. You may, however, leave a message on the teacher's voice mail. Teachers will not be called to the phone unless there is an emergency. You can also check the school's website for quick access to teacher email addresses.

ATTENDANCE

Students in any North Dakota public school are governed by state attendance laws. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session. The law cites illness and certain other incapacities as exceptions to this attendance requirement. The law provides local school boards the authority to establish standards for attendance.

SCHOOL ATTENDANCE

The School Board recognizes regular attendance as necessary to ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses benefits of lectures, discussions, and participation with other students. This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility.

Accordingly, the School Board considers it necessary that an attendance policy be established to encourage the total education of the student in the district. Therefore, the following policy is established:

1. **A student is allowed 10 absences per period, per semester. All non-school-related absences count towards the students limit of 10 absences. Absences in excess of 10 may result in loss of credit for the course.** (Examples of school-related absences include, but are not limited to field trips, co-curricular and extracurricular activities, college visits, and in-school suspensions.

- a. Students that are absent beyond the 10-absence limit will be required to make up 1 hour for each period over 10 absences. Failure to make up the time by the deadline set by administration will result in loss of credit.
- b. Once a student reaches 10 absences in a class period, any additional absences that are medically excused by a doctor's note will have the make-up time waived.
- c. Once a student has to make up over 3 hours per class period, the student will lose credit for the course.

Administration is granted the right to make exceptions to this attendance policy in extreme cases.

PROCEDURES FOR EXCUSING ABSENCES

Any day that a student is absent, the parent/guardian should call the school to report the student's absence to the high school office, giving the name of the student and the reason for the absence. Calls can be made between 7:30-8:30 a.m. at 284-7164. (If the parent does not call the school, a representative of the school will call the parent/guardian to verify the absence.)

If contact cannot be made, upon returning to school, the student must present a statement signed by the parent/guardian indicating the dates and giving the reason for the absence. This statement needs to be turned into the principal. **If the school office does not receive either a phone call or written statement from the parent/guardian within 48 hours of the absence, the absence will be considered unexcused, unless deemed otherwise by administration.**

ADVANCE EXCUSES

Students and parents are expected to notify the school office of any planned absences, this includes, but is not limited to prearranged doctor appointments, family vacations/trips, and concerts/entertainment events. To obtain advance permission for an absence, the student must submit a written request from a parent/guardian to the principal (parents may also call the principal). Make-up work is the responsibility of the student and should be submitted before or immediately after the absence.

COLLEGE/WORK VISITATION FOR SENIORS/JUNIORS

Seniors may use two days for college, Military enrollment, or work visitation provided they make advanced arrangements through the counselor's and/or principal's office. Juniors may use one day for a college visit provided they make advanced arrangements through the counselor's and/or principal's office.

MAKE-UP WORK FOR ABSENTEEISM

Students who have an excused absence are permitted and expected to make up the missed work.

Immediately upon returning to school, the student is required to obtain a "Student's Admit Slip" from the principal's office. The office secretary or Principal must sign admit slips. This slip indicates day(s) and period(s) missed and whether the absence is excused or unexcused. **Failure to obtain an admit slip may be treated as an unexcused tardy or absence.**

Arrangements for make-up work are the responsibility of the student and must be made with each teacher the day they return to school. **Students have the number of days they were absent plus 1 to get their makeup work turned in to their teachers.** Students who miss class time due to a school activity or event do not receive extra time to make up their work (example – if a student misses a class for a game, the due date for the work does not change).

EXTENDED HOSPITAL STAY/SERIOUS ILLNESS

For extended hospital stay or serious illness (student or family), the regular make-up time/work is waived. Upon presentation of a valid physician's written excuse (explaining the hospitalization/illness), the student and parent/guardian will receive a conference with the Principal to determine make-up time/work for days missed.

ATTENDANCE: PART OF A DAY

When a student is absent for only part of a day, he/she is responsible for obtaining regular class assignments. If a student misses any part of a school day due to illness, they will not be allowed to practice or play in a game that day. Administrative discretion will be used. This does not include appointments. The main office will provide a list for the AD and coaches.

LEAVING THE SCHOOL GROUNDS

School officials must know where students are at all times during the school day. **Parental permission received through the office is required before a student may leave the school grounds – with the exception being a student with open campus privileges.**

TRUANCY/ UNEXCUSED ABSENCES

The State of North Dakota has defined truancy as being absent from 3 consecutive school days during the first or second semester, 6 half days during the first or second semester, or 21 class periods without consent of parent/guardian or school officials. Students under the age of 16 will be held accountable for their attendance in accordance with North Dakota Century Code. The Park River Area School District cooperates fully with Children in Need of Services in reporting truancy.

An unexcused absence is defined as an absence that is not excused by a parent or guardian. Examples of unexcused absences include, but are not limited to oversleeping, running late, truancy, and skip days.

A student with an unexcused absence(s) will be assigned one hour of detention for each class period missed.

TARDIES

It is the student's responsibility to be on time for each class period. A "tardy" is arriving to class after the start of the scheduled class time and before 15 minutes of class has elapsed. Arriving to class after 15 minutes has elapsed will count as an absence. Excessive unexcused tardies will result in disciplinary action. Excessive unexcused tardies are defined as 3 or more unexcused tardies during a semester.

SCHOOL CONDUCT

The following Park River Area School Student Code of Conduct identifies the desired expectations we have for our entire student body:

AS STUDENTS OF PARK RIVER AREA SCHOOLS, WE SHOULD BE:

- 1. Respectful to ourselves, to others, and their property**
- 2. Responsible citizens and students**
- 3. Safe at all times**
- 4. Appropriate in the way we present ourselves**

We acknowledge that these are general guidelines to follow; however, we feel that all student behaviors fit into one of these categories. Students should act in a manner that shows respect and responsibility for themselves, others and school property. In conjunction, students should keep their safety as well as the safety of others in mind and be conscious of the way they are representing themselves when making decisions.

Discipline Policy

In order for a student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly and consistently. The Park River Area School discipline program, designed around a matrix of ascending consequences, assists the student in making good choices and helps him/her manage his/her own behavior. This is a lifelong skill that is imperative to success in later life.

The "Step" system approach to school discipline is based on the belief that students must be responsible for all their actions while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting disciplinary action on how many times and for what reasons the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the "first time" offender.

The step system provides every student with an opportunity to redeem himself/herself and move backwards on the disciplinary ladder. A student not referred to the office for sixty (60) school days will move one step back on the ladder. This allows each student to "wipe their disciplinary slate clean" should they so choose. The discipline rubric is listed below.

Park River Area Schools Discipline Matrix

	Number of Offenses and Action Taken				
<u>Level 1</u>	1	2	3	4	5
Excessive tardies	Minimum	Minimum	Minimum	Minimum	Minimum
Food/drink	Administrative Conference	Detention	Detention	Detention	1 Day Suspension
Classroom disruption	Maximum	Maximum	Maximum	Maximum	Maximum
Inappropriate hall behavior	Maximum	Maximum	Maximum	Maximum	Maximum
Not checking out properly	1 Day Suspension	1 Day Suspension	3 Day Suspension	3 Day Suspension	5 Day Suspension
<u>Level 2</u>	1	2	3	4	5
Profanity	Minimum	Minimum	Minimum	Minimum	Minimum
Throwing Objects	Administrative Conference	Detention	1 Day Suspension	2 Day Suspension	3 Day Suspension
Cheating	Maximum	Maximum	Maximum	Maximum	Maximum
Lying/Attempt to deceive	Maximum	Maximum	Maximum	Maximum	Maximum
Leaving class without permission	3 Day Suspension	3 Day Suspension	5 Day Suspension	5 Day Suspension	Expulsion
<u>Level 3</u>	1	2	3	4	5
Inappropriate physical contact	Go Right to Step 3		Minimum	Minimum	Minimum
Vandalism			Detention	1 Day Suspension	5 Day Suspension
Theft			Maximum	Maximum	Maximum
Bullying/threatening behaviors			Maximum	Maximum	Maximum
Insolence to staff			Expulsion	Expulsion	Expulsion
Insubordination to staff			Expulsion	Expulsion	Expulsion
<u>Level 4</u>	1	2	3	4	5
Fighting	Go Right to Step 4			Minimum	Minimum
Use, possession, or under the influence of drugs or alcohol				3 Day Suspension	5 Day Suspension
Use or Possession of tobacco/vaping products on school grounds				Maximum	Maximum
Profanity or abusive language directed to any staff				Expulsion	Expulsion
<u>Level 5</u>	1	2	3	4	5
Assaulting a staff member	Go Right to Step 4			Minimum	Minimum
Causing major physical harm to another student				5 Day Suspension	Expulsion
Possession of a weapon on school grounds				Maximum	Maximum
Sell or distribution of drugs				Expulsion	Expulsion

Miscellaneous

1. Administration reserves the right to place items not specifically covered in the matrix into an appropriate level.
2. Teachers have the authority to assign their own detention. Teachers who assign detention to a student should contact the parents, preferably by phone, explaining what happened to cause the consequence.

Generally, parents are notified of inappropriate behavior with written or oral communication from the school. Please contact the principal if any questions arise concerning discipline.

BULLYING POLICY

The Park River Area School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the district to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that students and school staff members shall not engage in bullying behavior while on school property.

Definitions

For the purposes of this policy:

Bullying is defined in NDCC 15.1-19-17 as:

- 1) Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - (a) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - (a) Places the student in actual and reasonable fear of harm;
 - (b) Places the student in actual and reasonable fear of damage to property of the student; or
 - (c) Substantially disrupts the orderly operation of the public school; or
1. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - (a) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - (b) Places the student in actual and reasonable fear of harm;
 - (c) Places the student in actual and reasonable fear of damage to property of the student; or
 - (d) Substantially disrupts the orderly operation of the public school.
2. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
 - (a) Places the student in actual and reasonable fear of:
 - i) Harm; or
 - ii) Damage to property of the student;
 - (b) Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

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Prohibitions

While on school property a student or school staff member may not:

1. Engage in bullying.

2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or
 - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

Reporting Procedures for Alleged Policy Violations

1. **Reporting requirements for school staff:** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. **Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

- a. Completing a written complaint form (ACEA-E4). A complainant will have the option of including their name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
- b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals that is unprovoked. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

Documentation & Retention

The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 years old or graduates from high school, whichever is later. .

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected status—whether actual or perceived. Reports involving a protected status shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and their relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether or not this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile*).
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/ complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

Reporting to Law Enforcement & Others Forms of Redress

Law enforcement must be notified by a school administrator if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

Disciplinary & Corrective Measures

Students who the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of

this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

- 1.Require the student to attend detention.
- 2.Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed.
- 3.Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond. Alternative placement of special education students will be handled in accordance with applicable policy.
- 4.Create a behavioral adjustment plan.
- 5.Refer the student to a school counselor.
- 6.Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
- 7.Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
- 8.If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with applicable law and/or policy.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

- 1.Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
- 2.Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
- 3.Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
- 4.Referral to counseling services for the victim and perpetrator.
- 5.Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Dissemination & Education

The District shall review and revise this policy as it determines necessary. A copy of this District bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and

implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

BUS RIDING

Riding the school bus is a privilege. We expect students to be orderly and follow the expectations set forth by the school and bus driver(s). Only regularly scheduled bus students are to ride the school bus unless a student has a note from a parent/guardian asking for special permission.

DETENTION

Students assigned detention by the administration or teachers will be required to serve their detention during the first available opportunity. This may include either after school or before school. Students will be required to bring school work. Computers, cell phones, and other electronic devices will not be allowed to be used during detention unless a teacher's note, stating it is necessary for assigned school work, is presented to the detention supervisor. Any student that fails to show up for an assigned detention will have their time doubled. (Exception is prior parental contact). Failure to serve assigned detentions before the beginning of the next week will result in the student becoming ineligible to take part in any school-related activities until the detention time is served (this includes but is not limited to extracurricular and co-curricular activities) and may lead to an in-school suspension. Detention times are after school from 3:35 until 4:00pm and before school from 8:00 - 8:25 am)

IN-SCHOOL/OUT-OF-SCHOOL SUSPENSION

In-School Suspension – the student is required to be in school during class time in a designated area, doing schoolwork, but not attending regular classes.

Out-of-School Suspension – the student is not permitted to attend school during the school day or attend school events (be on school grounds) until the end of the suspension unless permission is granted by administration.

The authority to determine initially whether a student shall be suspended for a period not to exceed ten days rests with the building principal and can be exercised after the student is given:

- Oral or written notice of the charges against the student
- An explanation of the evidence against the student
- An opportunity to present the student's side of the story

In-school suspension rules:

- To report directly to the Principal of the day(s) of the suspension.
- No talking, walking around, passing notes, or having your head down to rest, or sleeping.
- Computers will only be allowed to work on class projects/assignments
- Bathroom breaks will be allowed with the permission of office staff.
- The student will eat his/her lunch in the in-school suspension room.
- Any insubordinate in-school suspension room conduct may result in out-of-school suspension.
- All missed work is due on the original due date.
- Principal or office staff will dismiss the student at the end of the day.

In-School or Out-of-School suspension will prohibit a student from attending or participating in any school event on the day of the suspension, or through the duration of the suspension. If a student serves a suspension on Friday, they are not eligible to attend or participate in any school event until the following Monday.

EXPULSION

Whenever an infraction is of such a severe nature that it disrupts the operation of the school, or student safety the following steps will be taken:

1. Student(s) responsible will be suspended for up to 10 days
2. Parent(s)/guardian(s) will be notified
3. Hearing Officer will be notified. School board serves as the Hearing Officer in all expulsion hearings
4. Hearing will be held
5. Decision will be made by the Hearing Officer
6. If the Hearing Officer rules for an expulsion it may be for the remainder of the current term or twelve months

Administration may move for an expulsion hearing if a student has a series of suspensions during a school year.

WEAPONS/FIREARMS

Students are forbidden to knowingly possess, handle, carry or transmit any weapon/firearm or dangerous instrument in any school building, on school grounds, or at any school-sponsored activity. Firearms and weapons are defined in school board policy FFD. Violations will result in disciplinary action including suspension and/or expulsion.

LASER POINTERS

Laser pointers can be dangerous and distracting. These devices should not be brought into the school building. If a staff member is made aware of a laser pointer it will be confiscated.

PERSONAL APPEARANCE

Park River Area School students are expected to dress and groom in such a manner that it will not disrupt/distract the educational process and will comply with health and safety standards. Inappropriate appearance includes, but is not limited to:

1. Clothing styles or accessories that are immodest and/or reveal a student's undergarments (this includes but is not limited to spaghetti straps, off the shoulder tops, any tops that reveal the midriff, any sleeveless cutoffs that expose excessive amounts of the torso, and low cut fronts or backs)
2. Clothing styles that can be hazardous in learning situations such as labs or shops
3. Clothing with a derogatory saying or double meaning suggestive of sexual, illegal, or derogatory connotations
4. Any clothing or accessory (including makeup or hairstyle) that draws excessive attention to an individual student
5. Clothing that advertises alcohol, tobacco products, or other substances deemed hazardous to one's health.

Hats, caps, bandannas, sunglasses, chains and hoods should be removed upon entering the building and put back on only when exiting the building. Shirts and shoes must be worn at all times.

If a student presents himself/herself in an inappropriate manner he/she will be asked to change to suitable attire. Parents may be asked to bring appropriate clothing to school for the student if no other option is available.

INTERNET / COMPUTER / CHROMEBOOK USE

The Park River Area Schools believes that internet access plays an important role in the education of students; however, the internet also contains content that is not appropriate for students and staff to access. Therefore, the district has taken reasonable precautions to restrict access to certain sites that contain inappropriate material. However, the district recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

Internet access is considered a privilege and not a right. Therefore, network storage areas and school accounts shall be subject to the same scrutiny as school lockers for students. A list of prohibited actions for all district users are listed in school board policy ACDA that include, but are not limited to:

1. Using obscene language
2. Accessing or creating pornographic files or sites
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems or networks
5. Using or participating in chat lines/rooms or social networking sites for personal and/or non-curricular purposes

Disciplinary action will be taken for these and other prohibited behaviors listed in school board policy ACDA.

Personal Electronic Device Policy

ND Century Code and district policy prohibits students from using personal electronic communication devices during the school day at Park River Area School. The prohibited devices includes: smart phones, cell phones, Bluetooth-enabled devices, tablets, Personal computers and chromebooks, smartwatches or other wearable devices, gaming devices, or other personal electronic devices capable of communication by voice, text, or other data with one or more other parties or devices or capable of connection to a smart phone, the internet, or a cellular or wireless fidelity network.. By law, all student personal cell phone/personal electronic devices identified above that are brought to school must be:

1. Silenced or turned off, and
2. Securely stowed away, and
3. Inaccessible to students during the school day, on school premises

The specific procedures listed below must be followed by students to ensure all three of the above legal requirements are met during the school day. Students that fail to comply with these requirements will be subject to the disciplinary consequences also listed below. Staff must direct students under their supervision and/or instruction to comply with the requirements and report infractions to administration. The school retains the right to confiscate a student's personal device and store it for parents to pick up. Specific device exceptions will be made and the district will not prohibit a student from possessing or using a personal electronic communication device in the following circumstances as defined by ND Century Code:

1. School-owned devices provided to a student
2. School-approved devices used by a student, approved by administration for educational purposes
3. Medical-provider recommendation, devices necessary for the health or well-being of the student
4. Required accommodation, devices required as defined by the student's individual educational plan under IDEA, Section 504, or a plan developed in accordance with state or federal law requiring accommodation

A student may contact their parent or authorized caregiver during the school day if needed by using the school telephone in the high school office.

Student Procedure for having a Cell Phone in school (Grades 6-12)

If a student decides to bring a cell phone into the school, it will be turned in to their first hour teacher before the bell rings to begin the 1st hour. Teachers will store the phone all day in their phone storage holder and the student may pick the phone up at the end of the school day (3:09 if they are not in the building during WIN, and 3:30 if they are in the building during WIN).

*** Please note that students are NOT able to get their phones to leave for open campus*

- a. 0 Period Students are not able to have their cell phones or personal electronic devices. If they choose to bring them into the building they must remain in their locker and turned off until they turn them in before 1st hour.
- b. If a student is leaving school early (for an appt, vacation, etc.) and will need their phone, they will turn the phone in to the principal or office in the morning when they get their admit slip. They will be able to pick up their phone when they leave and turn it back into the same location when/if they return to school that day.
- c. North Valley Students: Students who go to North Valley CTC for morning classes will be allowed to take their phone along if they wish and will follow North Valley CTC phone policies and procedures. When Students arrive back at Park River School, they will turn in their cell phone to their 3rd hour Study teacher for the remainder of the day if they choose to bring it into the building.
- d. Field Trips: for Field trips that leave before school begins or will arrive back after school is dismissed for the day, the teacher(s) or Advisor(s) will collect students' phones and give them back when the field trip is over.
- e. If a student has to leave the school unexpectedly during the day, they will talk with the principal or someone in the office and the teacher storing the phone will be notified that the student has permission to retrieve the phone and leave.

Consequences for having a Personal Electronic Communication Device

For Each Violation the School will confiscate the device(s) and contact a parent to inform about the violation. A parent will need to come and pick up the device from the office, it will not be given back to the student.

First Violation: The student will serve 1 detention and turn the device(s) in to the Principal for the next 2 school days before school begins and will receive the device(s) back at the end of the school day (3:30).

Second Violation: The Student will serve 3 Detentions and turn the device(s) in to the Principal for the next 5 school days before school begins and will receive the device(s) back at the end of the school day (3:30).

Third Violation: The Student will serve 1 Day of In-School Suspension the next school day and turn the device(s) in to the Principal or Office for the remainder of the school year before school begins and will receive the device(s) back at the end of the school day (3:30).

4th Violation: The Student will serve 1 Day of Out-Of-School Suspension the next school day and turn the device(s) in to the Principal or Office for the remainder of the school year before school begins and will receive the device(s) back at the end of the school day (3:30).

5th & Every Subsequent Violation: The Student will serve 5 Days of Out-Of-School Suspension the next school day and turn the device(s) in to the Principal or Office for the remainder of the school year before school begins and will receive the device(s) back at the end of the school day (3:30).

GENERAL INFORMATION

PROCEDURE FOR COMPLAINTS

It is the goal of the district to resolve the problems at the lowest appropriate level. Parents and school personnel should work together as a team to provide the best educational program for children.

If a parent has a concern about a teacher's judgment of a student's work or behavior, a simple procedure can be followed to keep the line of communication open. First, a parent should talk to the teacher involved. If a satisfactory solution is not reached, the parent should confer with the building principal. If the concern remains unresolved, then the parent should confer with the Superintendent of Schools. Parents should use the adopted written complaint procedure.

Finally, if the complaint remains unresolved, the parent may appeal to the Board of Education. The parent should notify the Superintendent or the business manager in order to be placed on the board's agenda.

STUDENT FEES

The following fees will be charged to students of the Park River Area Schools for the 2025-2026 school year. All fees are payable at the beginning of the school year.

1. Breakfast & Lunch fees – daily or monthly
2. Driver's Education – behind-the-wheel instruction
3. Vocational Agriculture – project fees
4. FACS – project fees
5. Alumni Association
6. Class dues
7. Activity fees

LUNCH PROGRAM

Lunch payments will be made in the office. A lunch menu is published and available to students each month. If a student wishes to bring their own lunch, it is to be eaten in the lunchroom. No soft drinks are permitted in the lunch area in compliance with federal regulations. Parents of students eligible for reduced rates or free lunches must complete the necessary forms at the beginning of the school year. These forms must be signed by parents and returned to the office before the program can be initiated. Prices for meals are set at the beginning of each school year by the School Board.

FOOD AND BEVERAGES

Food and beverage items purchased from the school should be consumed in the commons area. Outside food and beverages should not be brought into the school building with the exception of a student's school lunch. Vending machines are located by the main office and should only be accessed before or after school with the exception of the water vending machine – which can be accessed throughout the day. Only water shall be allowed in the academic areas.

CLOSED LUNCH PERIOD

Students in grades 6, 7, and 8 have a closed campus during the lunch break. Exceptions to this policy will be made for a student to eat at home provided the student presents a note from a parent/guardian in advance requesting permission to eat at home.

Students in grades 9 – 12 will have the privilege of having an open campus. This privilege can be revoked at any time on an individual basis as a consequence of attendance issues, behavior issues, or other issues as determined by the administration.

VISITORS

School policy is to welcome those visitors who have legitimate business at the school. Parents and other adult patrons of the district are welcome and must report to the office for authorization before proceeding through the school.

Students may not have friends or relatives accompanying them to their classes during the school day as it is a distraction to the student, class, and teacher.

Visitors are to use the main doors (Door #12) on the west side of the building. If you need to visit the school for any reason, please use the west door to the building and check in at the office to get a visitor's badge.

TELEPHONE CALLS

Local calls from the school or to the school by students should be made only in cases of emergency or for an important call. Outgoing calls may be made from the phone in the high school office, and should be limited to three minutes. Students will not be called out of a class to answer the phone unless it is an EMERGENCY.

FIRE/TORNADO/LOCK DOWN PROCEDURES

The classroom teacher will give complete information on all procedures to be followed in case of a fire or other emergency. Emergency drills will be held throughout the school year. Please become familiar with the procedures so that you will know where to go and what to do in case of an emergency.

LOCKERS

Lockers will be issued to each student during registration. Students may not change lockers without permission of the administration and can only use the locker issued to them. If valuables are kept in lockers it is the student's responsibility to secure a lock for the locker and a key for the lock or combination should be turned into the office. Lockers may be decorated tastefully on the inside, but any damage done will be billed to the student. The lockers are the property of the Park River Area Schools, and the school retains the right to inspect lockers at any time.

LOST AND FOUND

Students are responsible for keeping track of their personal items. In the event that an item is lost, please report it to a teacher or the office. If you have lost or misplaced an item, please check in the office or with custodial staff.

MONEY OR VALUABLES

Students are asked not to bring money or valuable items to school. If it is necessary to bring such items to school, please do not leave these items in an unsecure area. **Students should lock money and valuables in a school issued locker or give them to the office for safekeeping.** If an item is stolen, please report the theft to a teacher or to the office immediately. The school is not responsible for lost or stolen items.

LIBRARY

Students are encouraged to use the library before and after school or at appropriate times during the school day. All books should be returned when the student has completed them or within two weeks. If the student is unable to find a book, notify the librarian immediately. Any lost book will have to be paid for by the student if it is not found by the end of the school year. A complete list of library rules and procedures will be posted in the library.

POSTERS

Before students put any posters up in the hallway or commons area permission must be received from the building principal.

ANIMALS IN THE CLASSROOM

It is recognized that there are medical and physical dangers associated with animals, both wild and domesticated, in the classroom or on school property. All requests to have any animal in the classroom or on school property must be submitted to the principal.

STUDENT ACCIDENT INSURANCE

Students will not be covered by school-sponsored accidental injury insurance. **All insurance claims are the responsibility of the parent's own private insurance carrier or other supplemental provider.**

All injuries occurring in school or while participating in school-sponsored activities here or elsewhere should be reported immediately to the teacher in charge and to the school principal. Parents will be notified immediately. It is the parents' decision whether or not to seek medical attention and submit a claim to their insurance carrier.

RELEASE OF NAMES

Student names will be on a student directory and will be made available to colleges and military recruiters. In addition, student names will be published, possibly with a picture, in connection with honor rolls or various other awards. If students do not wish to have their name or picture released, please make a request in writing to the principal by the end of the second week of school. If a student is not eighteen years of age, the request must be signed by a parent/guardian.

STORMY WEATHER & BLIZZARDS

Parents/guardians who feel the weather or road conditions are so severe as to be hazardous are to exercise the same judgment for a student's attendance as with an illness. If school is in session, this will be considered an excused absence.

During severe storms, it may be necessary to suspend classes because buses are unable to run. In general, when buses are operating, the school will be in session. Tune to WDAZ and/or KVLV television stations or KXPO (1340) radio in Grafton for storm-related announcements. Park River Area Schools also will update its website and social media accounts with weather-related announcements. The school will also use the Thrillshare system for contacting families in the event of weather-related announcements.

When a storm threatens during the day, you may be assured that students will not be permitted to leave the school building unless satisfactory arrangements have been made. If buses leave early, it will be announced over WDAZ and KVLV and KXPO. Park River Area Schools also will update its website and social media accounts and send out a Thrillshare message with details related to an early dismissal.

In the event of a fast moving storm in which it is deemed too dangerous to send buses out, all rural students should have a storm home in town where they can spend the night.

E-Learning

In the event that Park River Area Schools experiences bad weather where we can not attend in person, the school may elect to have an E-Learning day. Students in grades 6 -12 will learn from home and have access to their teachers at certain times throughout the school day. Some of the basic information for parents and students is listed here. More detailed information can be found on our website under the High School E-Learning Plan.

What should parents do regarding E-Learning?

- If your household has no or limited internet access, please notify the school ahead of time so teachers can make accommodations for those students to do their work in another fashion,
- If a student is ill, parents are to email Mr. Justin or call the school in the morning the same as if school was in person to let him know the student is ill and cannot complete the work that day (it is possible you will have to leave a message). Students who are ill will follow the same makeup work policy as for in person learning.

What does E-Learning look like?

- Park River Area High School will run an asynchronous platform using Google Classroom and work for students will be due at the next in person meeting for class.
- Work will be completed by students anytime during the E-Learning day, evening, or even the next morning as long as it is completed before the next in person meeting for class.
- Teachers will have all work posted in Google Classroom by 8:30 am the Day of E-Learning. Work can be submitted through Google Classroom or students may have to write out work (such as math problems) to show work and this paper can be handed in at the next in person meeting for class.

Expectations for Students during E-Learning

- Students will bring everything home and have it ready to go for the E-Learning day (Chromebooks, chargers, books, notebooks, folders, writing utensils, etc.)
- If a student is absent when the school announces an E-Learning day for an upcoming day, it is the parents and students responsibility to contact the school and line up a way to get materials that the student has at the school and will be needed for the E-Learning day.
- An E-learning day is considered a full school day. Students will check into each class in Google Classroom and complete the work before the next in person school day. Students who do not check into classes will be counted as absent for those classes. This will count toward the students' absence limits.
- It is the student's responsibility to reach out to the teacher through email to ask questions and set up meetings with the teacher during their posted office hours if they need to meet with the teacher

SCHOOL DANCES AND FUNCTIONS

All classes or organizations wishing to sponsor a school dance/party are to clear it with the principal. Two adult chaperones are required with one of them being a school employee. School dances/parties are for students enrolled in Park River Area Junior-Senior High only, with exceptions being made for dates for Prom and other dances with administrative approval. Dances/parties on school nights are

discouraged, but if an activity is held, it must be over by 9:45. Weekend events must be completed by 12:00. One hour after the scheduled start time for dances/parties, the doors will be locked. Students who then leave the dances/parties will not be permitted to return. Students will be screened for alcohol use by means of a breathalyzer upon entry to all 9-12 dances and other school related activities that screening is deemed necessary.

HEALTH INFORMATION

COMMUNICABLE DISEASE REGULATIONS

Teachers must report suspected cases; whenever any principal and/or teacher in any private, parochial or public school has reason to suspect that any pupil is suffering from a contagious or infectious disease, he/she will exclude the child and report the occurrence to Walsh County Public Health.

ILLNESS GUIDELINES

Parents should call the school to advise school officials of the child's absence. If a child becomes ill while at school, the parents/guardians will be contacted so they can come immediately to the school to pick up the child. It is important that each parent provide a local name and phone number of a person who could be contacted in case of an emergency. The principal or secretary will also refer any suspected contagious cases to the parent for medical diagnosis.

Students with the following symptoms should not be sent to school and /or school activities

If these symptoms are present, the student will be sent home:

- Thermometer indicates a temperature of 100 degrees or above
- Undiagnosed rash or sores
- Vomiting or diarrhea
- Deep and severe cough, heavy or discolored nasal discharge
- Contagious infection diagnosed by a physician

These guidelines are for the safety of the ill student as well as for the other students and staff.

IMMUNIZATIONS

The law requires that all students entering any grade in school must have on file or submit a completed Certificate of Immunization signed by a physician, public health nurse or the parent/guardian as required before they can be admitted to school unless the parent or legal guardian signs a waiver.

MEDICATION

School personnel may not dispense prescription medication to children unless licensed prescriber and parents have signed the "Prescription and Authorization for Medication Administration" form.

Non-prescription medication (over the counter medications, such as acetaminophen, cough syrup, etc) will be administered according to the **manufacturer's recommendation as written on the bottle**. In addition, the parent or legal guardian needs to sign an authorization form which is available at the school office or online. The school will also accept a note from the parent/guardian giving permission for the student to take the medication. A new form must be submitted at the start of the school year or when any changes occur from the original prescription order. All medication will be located in and dispensed from the school office or other designated areas. **Medication must be sent to school in the original container.**

When a prescription is ordered at a pharmacy, you can request the order be placed in two bottles.

Medication left at the end of the school year must be picked up by an adult or it will be disposed of by the office staff two weeks after school is completed for the year.

In order for the school staff to give a student Ibuprofen, Tylenol or Tums at school, we must first have the permission of the parent or legal guardian. The medication permission forms are available at the school office and on the school website.

EXTRACURRICULAR ACTIVITIES

PURPOSE OF EXTRACURRICULAR PROGRAMS

The purpose of the Park River Area Schools Extracurricular Programs is to contribute to the education of junior and senior high school boys and girls by:

1. Administering a program of interscholastic activities, clinics, contests, and festivals for students
2. Elevating the standards of good sportsmanship and encouraging growth in good citizenship, not only of high school students, but also others who attend school activities
3. Encouraging pride in scholastic achievement
4. Supplementing the drama, music, and physical education programs of the school. All programs shall give due emphasis to those areas which promise best to promote the mental, physical, and social well-being of all students. The practice sessions and the contest arena shall be considered a laboratory for teaching values of discipline, character, integrity, and achievement as a fundamental basis to a well-balanced activities program.

EXTRACURRICULAR REQUIREMENTS

Students must be enrolled in a minimum of six academic classes and be passing in all subjects to participate in extracurricular activities. Students on the ineligibility list will not be allowed to participate in any school-related competitions for the duration of time they are on the ineligibility list. Eligibility checks will be conducted on a weekly basis. The updated school day for eligibility checks will be on Thursday. Any academically ineligible student(s) identified at that time will be considered ineligible for activities the following week of Monday thru Sunday. Students that are identified as academically ineligible after a Thursday grade check can't get off the ineligible list until the following Thursday grade check. Students that gain academic eligibility back would become academically eligible to compete the following Monday thru Sunday. Any student that is on the ineligibility list will not be allowed to travel with the team if it means they would be leaving prior to the end of the school day (3:30).

Students taking a correspondence/online course during the school year are expected to stay on pace to complete the course within the time specified as well as perform at a passing academic level set by the course provider.

For students taking a correspondence/online course, if they fall more than 5 assignments behind the pacing guide the student will become academically ineligible until the assignments are caught up. Likewise, if a student is failing a correspondence/online course it will follow the same academic eligibility protocol of an on-site school course.

According to NDHSAA by-laws, students must make satisfactory progress towards the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress. Failure to acquire two and a half credits at the end of a semester will make him/her ineligible for a minimum of two weeks the following semester. The student would become eligible when he/she is passing all courses after the two-week period of

the next semester has elapsed. Students that fail a class during the second semester will be ineligible for the first two weeks of the first semester the following school year. Students that fail a class for the semester will be ineligible for a period of not less than two weeks into the next semester OR 2 weeks from the sports first competition if it occurs before the first day of school.

Any student that fails a class(es) for the second semester can take the makeup course(s) via correspondence or summer school and become eligible for competition as soon as they complete and pass the makeup course(s).

WEDNESDAY EXTRACURRICULAR PRACTICE POLICY

To accommodate church-related activities, junior high students will not practice on Wednesday unless they participate on a varsity team. Practice for students in grades 9-12 will go no longer than 5:30 PM on Wednesdays. Any exceptions, including practices on Sundays, must be approved by administration.

EXTRACURRICULAR TRANSPORTATION

The school will provide transportation to and from all extracurricular events sponsored by Park River Area Schools. A participant is expected to travel to and from an event with the team/group unless a parent requests and coach/advisor permits the student to travel with the parent/guardian.

EXTRACURRICULAR ACTIVITIES INFRACTIONS/SUSPENSIONS NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

Park River Area Schools is a member of the North Dakota High School Activities Association. This voluntary organization has for its purpose to plan, direct, and sponsor competitive activities among member schools. Rules and regulations for these activities are made by the Association for the best interests of the participating students and the school. Park River Area Schools follow NDHSAA rules and Park River Area School Board policies.

ALCOHOL, TOBACCO, NARCOTICS

Student possession, use, or consumption of alcohol, tobacco, or narcotics on or about the school premises or at school functions is not permitted. NDHSAA rules will be enforced and suspension or expulsion of students from school may come about due to the violation of this policy. The sale or consumption of alcohol at school or NDHSAA sponsored events is prohibited for all in attendance.

All parking lots and sidewalks adjacent to the school are considered a part of the school premises.

EXTRACURRICULAR ACTIVITIES INFRACTIONS/SUSPENSIONS

The following rules and regulations concerning the extracurricular activities in Park River Area Schools are set up to govern all the extracurricular activities in the school as well as school-sponsored activities.

Any student of Park River Area Schools will be subject to an extracurricular suspension for the following:

1. The sell, use or possession of tobacco (including any electronic smoking device), alcohol, or any controlled substance as defined by North Dakota Law.
 - The first offense is a 6-week suspension from participation in all extracurricular activities

- The second offense is an 18-week suspension from participation in all extracurricular activities
- If the violation results in a suspension during any part of a specific season, the student-athlete will forfeit all awards and/or honors regarding that specific sport
- If a violation occurs during the summer (after the last day of school or after the end of their spring activity whichever is later) the student will receive a 3-week suspension to begin on the first day of practice for their specific fall activity. This date will be identified by the coach/advisor in conjunction with the school for each fall activity.
- If the violation takes place in the spring or before their spring activity has completed its season and is not completely served before the end of the spring seasons (for activities that carry into the summer this will run through their final competition during the month of June), the student will serve the remainder of their suspension beginning with the first day of practice for their specific fall activity not to exceed 3 weeks in duration. For students that have graduated, any suspension time that was not served by the end of their spring season will expire at the end of the month of June.

Procedures for investigating infractions/violations include:

1. The school administrator shall immediately investigate any alleged violation of the alcohol, tobacco, and controlled substance rule of NDHSAA.
2. If the administration finds probable cause to believe that this rule has been violated, he/she shall give the student immediate notice of suspension.
3. The period of suspension shall begin from the date and time the notification is given to the student by the administrator.

Any student representing Park River Area Schools in extracurricular activities is held to higher level of expectations both on the field/court and off (in the school and the community). The Park River Area School Activity Handbook addresses any conduct deemed unbecoming of a student representing our school.

ADDITIONAL POLICIES

CHEMICAL PREVENTION DRUG USE/ABUSE

It is the goal of the Park River Area School Board to create a caring atmosphere for each student/employee within the system. This prevention is instituted by nurturing successful, interpersonal relationships, promoting skills in decision- making and problem-solving, while providing for a student's academic growth.

In spite of such efforts, the Board understands that a student or staff member may become harmfully involved with some chemical. This involvement would create pain for themselves and/or others. At this juncture, the school must continue to operate as a caring rather than a punitive community, through the provision of on-going support. The harmfully involved individual will be assisted in seeking supportive and rehabilitative services. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school setting. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.

The School Board of the Park River Area Schools endorses this philosophy built upon K-12 education, prevention, identification of the harmfully involved, appropriate intervention with provision for support services and the continuation of staff training.

The Administration is charged to implement this policy through procedures to provide for the following:

1. Staff training.

2. Prevention through the establishment of programs to bring about student awareness and understanding of the dangers inherent in the use of alcohol and controlled drugs.
3. The provision of counseling services so that students may seek and get counseling on these matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling.
4. Procedures in the helping process:
 - Identification of harmfully involved students.
 - Determination of the problem.
 - Immediate intervention.

Prohibited Activities:

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting.

Therefore it shall be against school policy for any student:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car or handbag, or when he/she owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the School District or the safety or welfare of students or employees.

Prohibited Substances:

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs.
3. Any glue or aerosol paint or any other chemical substance, for inhalation,
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not taken in accordance with the medication administration policy.

TOBACCO USE POLICY

The health hazards of tobacco use have been well established. This policy has been established to reduce the high incidence of tobacco use in North Dakota, protect the health and safety of all students, employees, and the general public, and set a non-tobacco-use example by adults.

For purposes of this policy, “tobacco” is defined to include any product that contains tobacco, is manufactured from tobacco, contains nicotine or is an e-cigarette or vaping device. This excludes any FDA approved nicotine replacement therapy.

Possession and/or use of tobacco products by students on district property, in district vehicles and at school-sponsored events is prohibited at all times.

Individuals requesting assistance with tobacco cessation services will be referred to North Dakota Quitline or North Dakota QuitNet. These are free cessation services provided to citizens of North Dakota.

FEDERAL STATUTE SEXUAL HARASSMENT POLICY

A learning and working environment that is free from sexual harassment will be maintained in the Park River Area Schools. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or communication of a sexual nature as defined by this policy, whether *quid pro quo* or as creation of a hostile environment. Further, this District will not tolerate the harassment of any staff member or student by any third party. This prohibition shall be in effect in any building belonging to or used by the Park River Area Schools or on the grounds of any such building or on any property or in any vehicle belonging to or used by the Park River Area Schools or at any school-related activity.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct that may constitute sexual harassment should report the alleged acts immediately to any teacher, counselor, or administrator, or directly to the board president. The person receiving the complaint shall refer it to the District Title IX Coordinator for investigation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, or (2) such conduct or communication has the purpose or effect or substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Specific examples of sexual harassment are listed in school board policy AAC.

UNSTATED POLICY

It is impossible to list every acceptable and unacceptable behavior for students in school. The school administration reserves the right to determine acceptability of student behavior and make decisions and administer appropriate disciplinary action when required